



DEPARTMENT OF THE ARMY
U.S. ARMY CONTRACTING AGENCY
HEADQUARTERS, NORTHERN REGION
11 BERNARD ROAD
FORT MONROE, VA 23651-1001

SFCA-NR

23 February 2005

MEMORANDUM FOR U.S. Army Contracting Agency (ACA) Northern Region

SUBJECT: ACA NR Administrative Policy Letter A05-01, Express Mail Procedures

1. Purpose: To provide instructions on preparation and processing procedures to mail correspondence via Federal Express or U.S. Postal Express.
2. Applicability: This memorandum applies to all ACA NR headquarters personnel.
3. Policy: In general, all express mail is handled through our Administrative Assistants or the Director's Secretary. The process consists of the sender taking the prepared correspondence to any one of these individuals who, in turn, processes the item through the post mailroom. The primary focus of this procedure is to explain how express mail is sent when these individuals are not available. Before outlining this self-processing procedure, it is important to know the following facts:
 - a. There are two types of express mail, Federal Express (FEDEX) and U.S. Postal Service (USPS). USPS is preferred because it is cheaper than FEDEX; however, USPS does not service all zip codes.
 - b. All express mailing should begin by contacting the post mailroom. The mailroom is located in building 183 on McNair Drive. Its weekday hours are 0800-1600. The ACA NRHQ has an account with the mailroom for sending express mail. To guarantee mailing on the same day, express packages must reach the mailroom no later than 1000.
 - c. The Fort Monroe Federal Post Office is located next to the mailroom. Its weekday hours are 1000-1400.
 - d. The Phoebus Federal Post Office is located on Mellen Street a short distance from Fort Monroe. Its weekday hours are 0800-1700.
4. Procedures: When the Director's Secretary or the Administrative Assistants are not available and the package cannot wait for their return, you will need to process the correspondence yourself. Two procedures exist - when the mailroom is open and when the mailroom is not open. These procedures are as follows:
 - a. Mailroom is open:
 - 1) Contact the post mailroom by calling 788-4315 or 788-4004. Inform the mailroom of the delivery zip code as well as the urgency of the delivery. If the mailroom directs that the package must be shipped via FEDEX, a FEDEX Airbill must be

prepared. Airbills are located in the top drawer, left side of the credenza behind the Contractor Administrative Assistant's (Hope Tillman's) desk.

2) Prepare a memorandum of justification (enclosure 1) for the signature of the Deputy Director or the Director (whichever one is available). The memorandum contains the ACA NRHQ account number to bill against for the postage.


3) Take the correspondence, the memorandum, and the Airbill (if FEDEX) to the post mailroom. DO NOT place documents in an envelope prior to taking it to the mailroom. The mailroom will place the correspondence in the appropriate envelope, then seal and stamp it. If the package is going by USPS, the mailroom will take control of the package. If the package is going by FEDEX, the mailroom will place the postage on the package and hand it back to you. Proceed to the U.S. Federal Post Office for mailing purposes.

b. Mailroom is not open:

1) When the mailroom is not open, e.g., after 1600, postage for the package cannot be provided. In this case, proceed to the local post office and mail it using your own funds.

2) Upon return to the office, fill out Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business (enclosure 2), and take the form to the RSO for processing (Dena Denton) for reimbursement.

5. This administrative policy remains in effect until rescinded or superceded.



JOANN LANGSTON, SES
Director
Army Contracting Agency
Northern Region

2 Enclosures



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FORT MONROE, VA 23651-5000

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DATE

MEMORANDUM FOR MS. PROVOKIE WILLIAMS, ATTN: ATZG-BO-PR, 102 McNAIR DRIVE, FORT MONROE, VA 23651-1047

SUBJECT: Request for Federal Express and United States Postal Service Express Mail Service

1. This envelope contains _____. At the request of our higher headquarters, the **ORGANIZATION OR PERSON'S NAME** must have ample time to obtain document and prepare a response (**ENTER SUSPENSE DATE**).

2. The package is to be sent to:

INSERT COMPLETE MAILING ADDRESS

(Name of individual receiving the package) telephone number is (XXX) XXX-XXXX.

3. Charge the amount of postage to SFCA-NR 59 account.

4. POC for this action is Ms. Susan Jordan, 788-2305.

JOANN LANGSTON, SES
Director
Army Contracting Agency
Northern Region

SAMPLE

Encl 1

